REQUEST FOR PROPOSALS

RFP-MCC-2101

ASSESSMENT AND DESIGN

SPRINGHILL BOX CULVERTS

MUNICIPALITY OF CUMBERLAND

UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD
UPPER NAPPAN, NS
B4H 3Y4

MUNICIPALITY OF CUMBERLAND

REQUEST FOR PROPOSALS

Assessment and Design of Springhill Box Culverts

INTRODUCTION

The Municipality of Cumberland is requesting proposals from qualified firms, to assess the condition and capacity, and design repairs or replacement for two existing box culverts in Springhill Nova Scotia, located at the Main Street/North Street intersection and where Coal Mine Brook crosses McGee Street.

This Request for Proposal (RFP) and supporting documents supplied with it define both the form and content required of your proposal. We urge you to structure your response in accordance with the terms of this RFP. It will be by these criteria that we will determine whether a Proposal is complete, appropriate and competitive. **Proposals that do not conform to these terms and conditions may be given lesser weight than others, or may be rejected.**

This document is not intended to limit the content of your Proposal, but rather, to provide a common framework for the Municipality to assess each Proposal in a professional manner in a demonstrably fair process. You may provide unsolicited information if you consider it to be relevant.

Proposal packages may be subject to disclosure under the Province's "freedom of information" legislation. By submitting a Proposal, the Proponent agrees to the appropriate disclosure of the information supplied, subject to the provisions of the governing law. The Municipality cannot guarantee the confidentiality of the complete content of any Proposal after the procurement has been awarded to the successful Proponent.

SECTION 1 - TERMS AND CONDITIONS

SUBMISSION OF PROPOSALS

The following is to be used in the preparation and submission of a proposal for an assessment and design of two box culverts in Springhill, NS.

1. Completed vendor proposals and other correspondence must be submitted to:

   Municipality of the County of Cumberland
   Upper Nappan Service Centre
   1395 Blair Lake Road
   Upper Nappan, NS B4H 3Y4

   Attention: Kellie Seaman, Procurement Officer

   Any proposals submitted by fax, email or telephone will not be accepted under any circumstances.

2. Proposals must be submitted in a sealed envelope clearly marked **"RFP-MCC-2101 - Assessment and Design of Springhill Box Culverts"**.

3. Provide **two (2) hard copies** and **one (1) PDF electronic copy** of the proposal.

4. **Closing Time and Date:**

   Proposals are due and will not be accepted any later than **2:00 pm local time on Friday March 19, 2021**.

5. Late proposals will not be accepted and will be returned unopened.

6. Proposals must be submitted on firm letterhead duly signed by an authorized person.

7. Proposals will not be opened publicly due to the COVID 19 Pandemic. Proposals will be reviewed promptly after the time of receipt.

8. **Terms and Conditions**
   The terms and conditions of the proposal submitted by you are to remain firm and irrevocable for 60 days from the Closing Date. The accepted proposal will become part of the contract with the Municipality.

PROPOSAL REGULATIONS

1. Submission of a Proposal indicates acceptance by the submitter of all the conditions contained in this RFP unless otherwise clearly and specifically noted in the Proposal submitted.

2. **Municipality's Right to Reject**

   The Municipality of Cumberland reserves the right, without prejudice,
   - to accept any Proposal,
   - to reject any or all Proposals,
   - to not be obligated to accept the lowest Proposal,
   - to accept any Proposal that it considers to be in its best interests.
   - to waive formality, informality or technicality in any Proposal.
   - to reject any proposal that it feels incapable of providing the necessary resources to perform the work in a satisfactory manner.

   Proponents may be required to demonstrate financial stability, authorization to provide the services being acquired, and/or regulatory agency approval or registration as needed or otherwise clarify the Proponent's capability to satisfy the invitation requirements.

   Acceptance is subject to the approval of Council.

3. No adjustments will be allowed to any submitted Proposals. Proposals, however, may be withdrawn by written request prior to the submission of proposals closing date and time.

4. Late proposals will be rejected.

5. Proponents must be prepared to include in the contract for services any oral or written representations, undertakings or guarantees that are made prior to the final agreement, including the entire response to this RFP, or parts thereof.

6. Proposals not completed in permanent, unalterable form of print will be rejected.

7. The Municipality shall pay no fee to any firm for the preparation and delivery of its Proposal in response to the Municipality's RFP. The Municipality will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent because of, or arising out of data/information collection, the submission of any proposal, or due to the Municipality not accepting or rejecting any proposal.

8. In case of any disputes over the completeness, accuracy and/or interpretation of this RFP, the versions of such documents held by the Municipality will be considered correct. Information, offers, commitments or instructions obtained by any source other than the Municipality of Cumberland will not be binding on the Municipality. Inquiries regarding this request for proposals can be directed to:

Kellie Seaman
Procurement Officer
kseaman@cumberlandcounty.ns.ca

Enquiries and responses given may be recorded and may be distributed to all other Proponents as Addenda. No responses shall be binding on the Municipality unless made in writing. All enquiries regarding the interpretation of these Terms and Conditions, general procurement policy or procedures must be made to the Municipality.

9. It is recommended that all parties interested in responding to this RFP, provide their name and contact information to Kellie Seaman, by email at kseaman@cumberlandcounty.ns.ca to ensure the receipt of any addendums or other information relative to this RFP prior to the closing date. It is however, the responsibility of all respondents to check the Municipality web site (www.cumberlandcounty.ns.ca) and the Nova Scotia provincial procurement website on a regular basis for any addenda or information releases for this RFP. No addendums or other relevant information will be issued **within 48 hours of the RFP closing date and time**.

SECTION 2 – SCOPE OF WORK

1. Background

The existing concrete box culverts are in deteriorated condition. The Municipality wishes to retain a qualified engineering consultant to assess the condition and capacity, and design repairs or replacement for the culverts.

The culverts are located in Springhill Nova Scotia at the Main Street/North Street intersection and where Coal Mine Brook crosses McGee Street. The culverts are required to accommodate a 1 in 100 year precipitation events. A few photos of the culverts are attached for information.

The box culvert at Main Street (Hwy 321) /North Street is 1.8 m x 1.8 m cast in place concrete structure approximately 17 m long. The site is challenging due to the proximity and oblique angle of the intersection along with abrupt banks from the road to the watercourse, which leads to Black River. The consultant will be required to assess the guardrail configuration and crash attenuators. There is no known water or sewer near the culvert.

The box culvert where Coal Mine Brook crosses McGee Street is 1.8 m x 1.8 m cast in place concrete structure approximately 15 m long. There are sanitary sewers and a watermain running below the brook just up and downstream of the culvert. There is a desire to simplify the sanitary sewer layout and reduce the potential for infiltration/exfiltration. The consultant will be required to identify alternatives for simplifying the sanitary sewer system locally at the culvert and prepare a final design for the Municipality's preferred option. Available information is in the Springhill McGee Street Watermain Replacement 2009 drawings.

2. Project Scope

The project scope is to assess the condition and capacity, and design repairs or replacement for two existing box culverts. At a minimum the scope should consider the following tasks.

1. Collection of available information, including any required field reconnaissance and survey.
2. Condition assessment
3. Determination of required flow capacity and existing culvert capacity.
4. Scoping of options
    a. repair or replace existing culverts.
    b. minimizing existing sanitary sewer system.
    c. Sidewalk and barrier

    d. guardrails
5. Order of magnitude costing.
6. Evaluation of options.

3. Deliverables

The key deliverables will be:

- Pre-design report detailing at a minimum the items identified in Section 2 above, observations, recommendations and conclusions.
- Design and specifications for preferred options.

4. Reporting

The Municipality wishes to have the **pre-design report by June 18, 2021** and the **design and specifications by September 15, 2021**.

SECTION 3 – PROPOSAL REQUIREMENTS

Items 1 to 4 below shall be addressed in the proposal submission.

1. **The Consulting Team and References**

    - Provide a general description of your firm, including the structure and size.
    - Indicate the size and make-up of the consulting team to be assigned to the work including the names of any sub-contractors or partners that would be utilized.
    - Detail the extent of the team's relevant experience.
    - Please list your major municipal clients and references that would relate to this project.

2. **Methodology and Approach**

    - Outline the methodology and approach to this study and the general steps in the review process.
    - Explain how you would plan to produce each of the key deliverables in the study.

3. **Project Work Plan and Schedule**

    - Provide a detailed plan for conducting the study, with a schedule that will meet the reporting date identified above.
    - Identify any key progress meetings or conference calls required during the study process.
    - Identify activities by consultant and time spent on each major component of the work plan.

4. **Project Fees**

    The proposal should provide a breakdown of consulting fees and estimated expenses that will conform to the Work Plan. In addition, please provide any specific invoicing conditions or requirements that impact the overall costing for the study.

5. **Evaluation Criteria**

    Each response to this Request for Proposal will be evaluated by the Municipality to determine the degree to which it responds to the requirements as set out. Because this is a Request for Proposal, other factors in addition to price will be considered when submissions are evaluated. Factors to be considered are as follows:

Criteria	Weighting
Qualifications, References of the Consulting team	**30%**
Methodology and Approach	**20%**
Work Plan and Schedule	**30%**
Cost	**20%**

6. Termination

If the Respondent fails to comply with any of the terms and conditions set forth in this document, the Respondent will be notified in writing and will be given fifteen days to comply with the violated sections. At the expiration of the stated 15 day period, if the Respondent has not complied with same to the satisfaction of the Municipality, the Contract will be terminated. Any termination of the Contract by the Municipality as aforesaid shall be without prejudice to any other rights or remedies the Municipality may have.

7. General

Provide any other information and/or comments which you feel are appropriate for the Municipality to consider in making its decision.

…… End of Request for Proposals ……

Existing Culvert Main Street at North Street



Interior looking downstream



Outfall



Main Street (Hwy 321)/North Street looking west
(red dashed line shows approximate location of culvert)



Main Street (Hwy 321)/North Street long east
(culvert inlet visible at right)

Coal Mine Brook at McGee Street









